



City of Long Beach • New York

Sanitation Reimbursement Instructions

The Sanitation Reimbursement application is open from **June 1, 2015 to August 31, 2015**. The Sanitation Reimbursement program reimburses residents up to \$100 for the FY 2014-15 residential sanitation increase. Carefully read this instructions page before completing the Sanitation Reimbursement Application. Applications for reimbursement are available in the Tax Assessor's Office on the third floor at City Hall or can be downloaded at www.longbeachny.gov.

ELIGIBILITY REQUIREMENTS:

- Sanitation Reimbursement is for owner occupied/primary resident property owners only. Homeowners may not apply for reimbursement for a rental property, vacation or "second home," or vacant property, not related to Superstorm.
- Resident property owner must have been displaced from their home during July 1, 2014- June 30, 2015 as a result of Superstorm Sandy.

COMPLETING THE APPLICATION:

- **PART 1:** Fill out the information of the applicant. Please write the name of the owner and co-owner (if applicable), daytime telephone number, and email address.
- **PART 2:** Fill out the information of the property. Please write the address of the property, period of vacancy, and indicate the current address of the applicant (if it is different from property's address). The period of property vacancy must be completed using fiscal quarters:
 - Quarter 1: 7/1/2014 - 9/30/2014
 - Quarter 2: 10/1/2014 - 12/31/2014
 - Quarter 3: 1/1/2015 - 3/31/2015
 - Quarter 4: 4/1/2015 - 6/30/2015
- **PART 3:** Please attach the required documents to provide proof of ownership and vacancy. **Please DO NOT attach originals of any document as these documents will not be returned.** The required documents are:
 - Copy of a valid driver's license or state-issued photo ID(s);
 - Proof of ownership- Title Deed or Mortgage Statement of property;
 - Proof of rental payments covering reimbursement period or Affidavit of Residency;
 - Shut off/ turn on notice from utility companies **and/or**;
 - Cut and cap letter from Water Department.
- **PART 4:** Please provide the signature of the owner and co-applicant (if applicable) to certify the form.

Submit the completed Sanitation Reimbursement Form to the following address: Tax Assessor Department, 3rd Floor, One West Chester Street, Long Beach, NY 11561 **no later than August 31, 2015**. If you have any question and/or concerns, please call (516) 431-1009.